

**2013**  
**Senior Nutrition RFI**

**The last day to ask questions is February 19, 2013 at 4:00 p.m.**

**QUESTIONS AND ANSWERS**

<b>Questions Received from January 15, 2013 through January 28, 2013 (Posted February 1, 2013)</b>			
<b>Question #</b>	<b>Date Received</b>	<b>Question</b>	<b>Response</b>
1.	1/15/13	<p>I don't see the current funding for emergency meals for seniors under age 60. Is this funding still available? If so, where would I find it described in the RFI?</p> <p>If it is not included in this RFI, will we be able to apply to continue this funding through a different channel?</p>	<p>The funding for emergency meals for elders 55-60 is not a service component in this RFI. HSD's Transitional Living &amp; Support (TLS) Division funds emergency food programs and does not currently have such service open for a bid process.</p> <p>The Congregate Meals funding (this RFI) cannot be used for participants under age 60 unless they meet the exceptions in the State Nutrition Program Standards (Attachment 6).</p>
2.	1/16/13	We currently implement a home delivered meal program that partners with a congregate meal program. Are these funds available to support an extension of a congregate program to provide home delivered meals?	No. This RFI is for Congregate Meals which are defined in the State Nutrition Program Standards (Attachment 6).
3.	1/16/13	We need a grant writer. Can you assist?	No. HSD/ADS staff is unable to provide technical assistance once the RFI has been released.
4.	1/18/13	Is there a breakdown for how much would be designated for tribes?	The RFI does not include a set aside or specific designation for tribes, although tribes are eligible to apply. The state does have separate funding available for tribes through Title VI. Contact Rosemary Biggins at (360) 725-2466 at DSHS/ADSA for more information.
5.	1/23/13	Is the funding the same as the current congregate meal and RD allocation?	Funding is flat with the exception of a slight increase in HSD General Fund for 2013 and 2014. However, the contract period resulting from this RFI is 18 months; current contracts are based on 12 months.
6.	1/23/13	Can you tell me what the required match amount is for the contract?	The required match is a minimum of 25%.

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7.	1/28/13	Can you tell me if a particular agency plans to apply for funding?	No. ADS assumes currently funded providers will apply for this funding. This RFI is open to non-profit organizations or other entities as defined in the RFI Guidelines, Section: Agency Eligibility on p. 10.
8.	1/28/13	If we are going to partner with an agency, do we need to write a grant too?	If you are planning to partner with an agency, usually the lead agency takes responsibility for writing the grant and only one application is submitted. You should consult with the partner Agency.
9.	1/28/13	Will our score be impacted if our site has a Donated Food Distributing Organization (DFDO) instead of a Kitchen Permit with the Health Department?	No. Understanding why and how to get the appropriate permit (Kitchen Permit or DFDO) with the Health Department is important, but one is not rated higher than the other.
10.	1/28/13	Can you provide the contact information for the current RD consultant services contractor?	Senior Services is the current contractor. You may contact Kate Turpin at (206) 448-5757 or by e-mail: <a href="mailto:katet@seniorservices.org">katet@seniorservices.org</a>

**Information Session on January 25, 2013 (Posted February 1, 2013)**

Question #	Focus	Question	Response
11.	New Programs	Regarding the tip on slide 16, “propose plans for addressing services that are not in place”: How do you reconcile this with program eligibility requirements of two years experience? What has to be new?	The eligibility requirements are two years providing the service OR two years serving the population. This bullet was intended for new providers, applicants who are not currently providing the service they are proposing. They must include plans for how they will get the program set up, begin serving seniors, and manage the costs. This is also relevant for current providers who are proposing to develop new sites or services to new populations.
12.	Nutrition Education	Please explain the requirement that programs provide Nutrition Education. Is this something we need to do each day/week or arrange for presenters?	Each program and site must provide at least 2 live sessions of nutrition education on relevant topics to the seniors each year. Many programs use volunteers or partnerships to provide nutritional education. The RD consultant provides 1-2 nutrition education

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			sessions to the sites included for the Ethnic RD support; Other contractors provide their own nutrition education or partner with community resources for this. Refer to State Nutrition Program Standards, pg. 10 (Attachment 6).
13.	Match	Can you include the hours of volunteers who prepare meals?	Yes. Volunteer hours can be used as a match.
14.	Match	What is the hourly rate for volunteer hours?	Each agency must determine their own hourly rate for volunteers and identify this in the budget. The Seattle Dept. of Neighborhoods uses a standard rate of \$20.00 for volunteer match.
15.	Match	Can programs use non-skilled volunteers? Do volunteers need to be 'professionals?'	Yes, both types of volunteers can be used; however, it depends on the role. Please consult the State Nutrition Program Standards, pages 14-15 (Attachment 6) for description of personnel (staff and volunteers) needed to provide this service.
16.	Partners	Can an agency submit multiple applications? What if agencies cite partnerships but individually submit proposals?	<p>Lead agencies can only submit one application for the service area they are applying for (e.g., one application for Congregate; one application for RD consultant services). It is possible that agencies who are partnering with the lead agency to provide related services may be represented in more than one application. However, raters may question whether this represents a duplication of services. Be clear and specific when describing partner roles in section A and C of the Narrative section of the RFI Application.</p> <p>Background: Most AAAs in Washington State contract with only one provider for all nutritional services. We currently have 12 contracts for Senior Congregate Nutrition services and 45 sites.</p>
17.	Food Safety and	Can we use food we've grown?	Yes. In the program design section of the application, you can describe where you are sourcing your food. Please reference the State Nutrition Program Standards, pg. 23-24 (Attachment 6) to

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	Sourcing		ensure your program meets the guidelines. The ADS website has information on recent efforts to increase access to local produce: <a href="http://agingkingcounty.org/healthy_aging.htm">http://agingkingcounty.org/healthy_aging.htm</a>
18.	Food Safety and Sourcing	What are the guidelines for food safety?	Refer to State Nutrition Program Standards, pg. 23-24 (Attachment 6). In general, it's what can be served in a restaurant and acquired from an approved source.
19.	Participant Eligibility	Is there a residency requirement? What about the homeless population who do not have an address? What percentage of city residency is required?	Because the majority of the funding is from the Older Americans Act, people aged 60 or older are eligible for the meals, regardless of where they live. Services must be targeted to King County residents, but residency is not a requirement except for programs receiving City of Seattle General Funds which are limited to Seattle residents. Approximately 10% of the funding is specifically for Seattle residents. In the RFI Application, Section A: Program Design, applicants are asked to include the percentage of Seattle residents they propose serving.
20.	Funding	Is there a difference in funding award likelihood if the agency is located in the city of Seattle or outside city limits?	No.
21.	Food Safety and Sourcing	My program doesn't currently serve meals. How do I get someone to come and inspect the kitchen to see if we qualify?	HSD/ADS staff cannot provide this type of technical assistance during the RFI process. The RFI application includes links to the facility and food safety information at Public Health: <ul style="list-style-type: none"> <li>Food Service Plan Guide: <a href="http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/permanent.aspx">http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/permanent.aspx</a></li> <li>How to Start a Food Business: <a href="http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx">http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx</a></li> <li>Food Handler Permits: <a href="http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodWorker.aspx">http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodWorker.aspx</a></li> </ul>

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			<p>There are two primary categories for food service compliance with the Health Department: Kitchen Permits or Donated Food Distributing Organization (DFDO). DFDO requirements are addressed in Chapter 9, Section 4 of the food code: <a href="http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf">http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf</a></p> <p>For more information, please contact Tony Bui, Health &amp; Environmental Investigator II, Public Health - Seattle King County: (206) 263-8434.</p>
22.	Funding	Is the funding recurring?	Continued funding is contingent upon program performance and availability of funds. We anticipate contractors will receive such contracts for four years. The state requires HSD/ADS to subject this program to a competitive bid process every four years.
23.	Reporting	We collect our data differently than what is listed on your specifications. Do we have to follow the same timeline?	Yes, monthly data reporting is required. Each month, contractors must be able to securely submit a report that includes all participants, their demographic information such as age, home zip code, income level, etc., and the number of meals per participant for the reporting month.
24.	Partners	Can you clarify what is meant by “encouraging partnerships and discouraging competition?”	There is more demand for the services than the available funding can sustain. We do not have enough funding to support stand-alone programs for every population. Collaborations can improve services, increase access to programs, improve cost efficiencies and provide other benefits to the community.
25.	Budget	Our congregate program is tied to Meals on Wheels. Should we include both in the proposal?	This RFI is for Congregate Meals services only. Do not include Meals on Wheels program or budget information in your application unless it is part of the Congregate Meals service (e.g. public relations, outreach and resource sharing).

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26.	Capacity & Experience	Is it worth mentioning non-ADS funded meal services in the RFI application?	Relevant experience regardless of funding sources should be included if it is about your program. Be specific in your application in describing your experience when responding to the questions in the Narrative Section of this RFI.
27.	Supportive Services	Are there specific guidelines for supportive services?	Per State Nutrition Program Guidelines, congregate meal programs must provide participants with access to and information on the State Basic Food Program and Senior Information & Assistance. Otherwise, support services may be defined by the applicant based on the needs of the community they propose to serve. Supportive services should be designed to enhance the program for participants and they may be unique to the community you serve.
28.	Supportive Services	Can support services be from another agency?	Yes.
29.	Supportive Services / Budget	Can we include supportive services in the budget?	No, the program budget should include the costs for operating the meal program. The cost categories are listed on page 26-27 of the Senior Nutrition Program Standards, Attachment 6 (salaries, wages, benefits, supplies, rent, communication, etc.).
30.	Partners	Please clarify when we should include a Letter of Support or Partnership.	A letter(s) of Intention should be submitted if collaborations and/or partnerships are part of your program. It should indicate key program elements as described in your application as having agreement(s) by the partner who will provide it. Refer to the RFI Application: Narrative Section, C (Partnerships and Collaboration) on pages 18-19. Do not include a cover letter, brochures or letters of support as part of your application.
31.	Partners	Will you share the list of attendees at today's event? (The	We will send an email to all attendees and other agencies who requested RFI information to let them know when the Q&A document

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		<p>RFI workshop held on 1/25/2013)</p>	<p>is posted on the HSD website. Below is the list of all the agencies represented. Names and contact information will not be shared and/or distributed.</p> <ul style="list-style-type: none"><li>• Asian Counseling &amp; Referral Service</li><li>• African Disapora of Washington</li><li>• American Polynesian Organization</li><li>• Center for East African Community Affairs</li><li>• Chicken Soup Brigade/Lifelong AIDS Alliance</li><li>• El Centro de la Raza</li><li>• Ethiopian Community Services</li><li>• Greater Maple Valley Community Center</li><li>• Horn of Africa Services</li><li>• Hunger Intervention Program</li><li>• Iu Mien American Association</li><li>• JMA Group (consultant)</li><li>• Korean Womens Association</li><li>• MultiCultural Self-Sufficiency Movement</li><li>• Mt. Baker Housing Association</li><li>• Mt. Si Senior Center</li><li>• Pacific Asian Empowerment Program</li><li>• Phinney Neighborhood Association/Greenwood Senior Center</li><li>• Pike Market Senior Center</li><li>• Raja for Africa</li><li>• ReWA</li><li>• Seattle Chinatown International District Preservation &amp; Development Authority</li><li>• SeaMar Community Health Centers</li><li>• Seattle Tilt</li><li>• Senior Services</li><li>• Somali Community Services of Seattle</li></ul>
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			<ul style="list-style-type: none"> <li>• Somali Youth and Family Club</li> <li>• South Park Senior Center</li> <li>• Techno Formation Vocational Service Corporation</li> <li>• Ukrainian Community Center</li> <li>• Vashon Senior Center</li> </ul>
<b>Continued - Information Session Questions from January 25, 2013 (Posted February 11, 2013)</b>			
<b>Question #</b>	<b>Date Received</b>	<b>Question</b>	<b>Response</b>
32.	Agency Eligibility	Would food bank delivery be considered experience to meet the eligibility requirement?	The application does not define experience. An applicant should describe their experience providing meal and food assistance, and/or experience serving the proposed population. Refer to RFI Guidelines and Application document, p. 18: Capacity and Experience.
33.	Registered Dietician	Do we need to hire an RD, or will an RD be assigned to work with our sites?	ADS will determine which contracted sites the RD works with based on the criteria outlined in the application (p. 7). If your site does not meet the criteria outlined, you will be required to have an RD, or someone with comparable expertise as defined by the State Nutrition Standards, p. 14 (Attachment 6).
34	Match	Can an RD be counted as 'match?'	It depends on program design. If RD services are included in your overall costs as staff, consultant or volunteer, this could be used as match and listed on the budget worksheets.
35.	Registered Dietician	Are there new guidelines or changes to required RD services (e.g., frequency of site visits)?	State Nutrition Program Standards (Attachment 6) were last updated in 2004, and there have been no changes since the last time this service area was subject to an RFI process. Refer to pages 14-15 in the State Program Standards for specific RD requirements.
36.	Current Programs	Is there a way to access current utilization data (e.g. Can you look up how many East Africans are served?)	Utilization by specific populations is best gauged by considering the list of current providers and sites, frequency of meal services, and the



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			<p>communities they serve. The list of current providers is available at: <a href="http://agingkingcounty.org/docs/CongregateMealSites.pdf">http://agingkingcounty.org/docs/CongregateMealSites.pdf</a>.</p> <p>Additionally, ADS compiles annual demographic profile reports of participants by service area. These are available at: <a href="http://www.agingkingcounty.org/areatrends">www.agingkingcounty.org/areatrends</a>. However, demographic attributes (e.g., race/ethnicity) for congregate participants are often underreported because of the nature of the program (drop-in model).</p>
37.	Funding	The RFI budget award amount is \$3.2 million. How many meals would this amount serve?	The funding is for a period of 18 months, so it does not represent an increase, with the exception of a slight General Fund increase for 2013. We are still compiling numbers from 2012 contracts; however, for Fiscal Year 2012 (October 2011-September 2012) approximately 360,000 meals were served, a 7% increase in meals from Fiscal Year 2011.
38.	Funding	How will the \$3.2 million be divided?	ADS does not have a specific formula for distributing the funds. However, we have a mandate to ensure the funds are distributed throughout the county to priority populations as defined in the RFI. Current congregate meal contract amounts range from \$29,000 to just over \$500,000. All current contracts are collaborations or multi-site partnerships unless there is no possible partner and they serve a community at least 5 days/week.
39.	Partners	What kind of partnership letters should be submitted?	Only submit letters of intent from partners who have a direct impact on your proposed service (e.g., if you will be using the kitchen of a partner agency). Other documents (e.g. letters of support, brochures, cover letters, etc.) will be removed from your application.
40.	Match	Can supportive services be included as part of the required match?	The budget and the match should be specific to the meal program. Appropriate costs to include on the budget form include: meal preparation, facilities, food, outreach specific to the meal program,

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			the minimum of 2 nutrition education sessions, administrative support including IT and data collection. Refer to the State Nutrition Program Standards, pg. 26-27 (Attachment 6) for a list of the cost categories and note that ADS does not allow using grant funds for Capital Outlays. Costs associated with an exercise program that takes place after the meal would not be considered a match.
41.	Match	If participants receive services from other providers, does this count as part of the required match? Can we include staff time, not involved in the program, as match if they help prepare meals?	The match must be specific to the meal program. If staff hired to do another job also help with meals, you may include the hours they spend on the nutrition services as match.
<b>Questions Received from January 29, 2013 through February 7, 2013 (Posted February 11, 2013)</b>			
<b>Question #</b>	<b>Date Received</b>	<b>Question</b>	<b>Response</b>
42.	1/31/13	How can we determine whether our proposed program is eligible to receive Registered Dietitian (RD) Consultant Services funded by HSD/ADS?	The criteria for determining whether a program is eligible for the RD Consultant Services is identified on page 7 of the RFI Guidelines and Application: "language and cultural barriers to mainstream nutrition services and standards; infrequency of operation (e.g. program meets 1-2x a week); program/site operated by volunteer organization or association; program does not have direct ownership or oversight of facility."
43.	1/31/13	Can grant funds be used to purchase a freezer?	You can include kitchen equipment and associated maintenance costs in your budget; these are an acceptable use of grant funds. Raters will be interested in what your program costs to operate on an ongoing basis, so you may want to consider how a one-time big ticket item will impact your overall costs and the competitiveness of your application.
44.	2/1/13	Who should sign the partnership letters (e.g., the Executive Director or the individual who will have direct responsibility for the partnership such as a facility manager or program	Please provide signed letters of intent from any partner providing key program elements. The agency's Director or other authorized representative should sign the letter. An authorized representative can vary between agencies due to agency specific policies and/or

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		manager)?	signing authority levels.
45.	2/1/2013	Do we need to continue with our current partners? If not, does it matter which agencies or associations we partner with?	No, you do not need to continue with current partners. New and existing partnerships should be developed/continued between agencies in which collaboration is made in order to deliver the services in this RFI. Refer to RFI Application, p. 18 (Section C: Partnerships and Collaboration) and RFI Guidelines, pages 6 to 10 (Program Requirements) for further clarification. Collaborations and Partnerships are encouraged.
46.	2/4/13	Where can I find out which agencies currently receive funding for Senior Congregate Meals?	List of Senior Congregate Meal sites: <a href="http://agingkingcounty.org/docs/CongregateMealSites.pdf">http://agingkingcounty.org/docs/CongregateMealSites.pdf</a>  The last page per the website referenced includes three Home Delivered Meal providers; this service is not part of the current RFI. The list is organized by agency (or ADS subcontractor) and their associated sites.
47.	2/4/13	Can you tell me the criteria used to determine whether an organization is required to submit audited financial statements or their recent 990?	Please refer to the Master Agency Services Agreement (MASA), section 340: Access to Records; Audits, pages 3- 4. The MASA is posted on the HSD Funding Opportunities webpage for each bid process.  If an agency receives \$500,000 or more in federal funds then they must meet the federal requirement to comply with the provisions of the Federal OMB Circulars A-128 or - A133 regardless of whether they currently hold a contract with HSD.
48.	2/4/13	Do tribes need a Tribal Council Resolution in order to apply?	Tribes are eligible to apply for this funding; the specific policies and procedures of each tribe would determine whether to submit an application to this RFI.

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49.	2/5/13	We have a long history of partnering with the agencies where our meals are currently located. Do we need to include partnership letters from these sites/agencies?	Yes. Provide letters of intent for all key elements in your program design that involve an agency other than the applicant. Refer to RFI Application, p. 18 (Section C: Partnerships and Collaboration).
50.	2/7/13	Is it preferable to mail our application or deliver in person? If so, what are the appropriate addresses?	Both methods are accepted. However, for immediate confirmation of receipt, use the HSD Online Submission System or hand deliver the application to 58 <sup>th</sup> Floor of Seattle Municipal Tower. If hand-delivered, the reception staff will date stamp the application and provide confirmation slip. Applications are also accepted by mail but no confirmation is sent out. An applicant should contact the RFI coordinator to confirm application was received. Delivery addresses, including the link for the HSD online submission system are on p. 15 of the RFI application. <b>Deadline is February 27, 2013 at 4:00 p.m. regardless of submission method.</b>
51.	2/7/13	Given that grant reimbursement will be based on a unit rate for each meal, does HSD have a range in mind that would be considered acceptable for this program?	ADS does not have a range; however, in 2012, the average per meal cost paid by ADS was \$5.71. Some contractors could provide meals at a much lower cost because they were able to leverage volunteers, other in-kind supports, and additional resources. The demand for this service has increased while funding has remained the same, so leveraging resources outside of the ADS funds is very important.

**Questions Received from February 8 to 19 (Posted February 20, 2013)**

<b>Question #</b>	<b>Date Received</b>	<b>Question</b>	<b>Response</b>
52.	2/8/13	Is there an option to apply for funding in 18 months as a new contract/site for the subsequent 12 month contract? Or is the RFI only open to new contracts every 4 years?	This funding is open to bid every four years through a funding opportunity. Successful applicants will have their contracts renewed annually between such funding processes with the assumption there are no funding or performance issues.
53.	2/8/13	If we would like to start out our site operations at one day a week and grow to two days, can we do this within the first	It is not uncommon for new sites to start slowly and increase meals/participants and days of operation over the course of the initial

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		18 months or would we have to wait until the initial 18 months is over?	contract period. Your application should include an implementation plan with a timeline for opening new sites.
54.	2/11/13	Does ADS have a policy regarding the proximity of the senior meal sites? Would you limit funding to sites that are in close to each other? What about partnerships with more than one senior center and/or community in the same geographic area?	ADS does not have a policy for limiting funds to one site in a particular area. ADS' goal is to provide services county-wide and serve "targeted populations" outlined on page 5 of RFI Guidelines. Partnerships and cross cultural participation are strongly encouraged, refer to Question A 3, page 17 of the RFI Application.
55.	2/19/13	Can we include costs for outreach and translation in the budget? We were told by a potential partner that these must be volunteer services.	Yes. As long as the services are specific to the meal program, they may be included in the budget, either as an in-kind match (e.g., volunteers) or a reimbursable grant expense. Refer to the response of Question 29 and 40 of this document (Questions and Answers for Senior Nutrition Program RFI) for more details on allowable costs. The applicant and any partner agencies should negotiate the terms of their agreement, including what services will be paid for through this funding and what will be provided by in-kind match or through other funding sources.